

Registrar's Advisory Committee Meeting

February 5, 2001

Present: Gary Andersen, Kristeen Anderson, Kelly Brooks, Jackie Carlson, Leah Clark, Pam Cook, Anne Daly, Carolyn Davidson, Rick Endris, Tina Falkner, Bill Ganzlin, Laurie Gardner, Carol Gross, Char Klarquist, Pam Klopfleisch, Jennifer Koontz, Mary Koskan, Andrew LaChapelle, Karl Lorenz, Rick Marsden, Jan Reifseck, Vickie Roberts, Genny Rossing, Alice Ross, Cindy Salyers, Jan Schlueter, Clare Strand, Terri Tuzinski, Amy Winkel, Gayle Woodruff.

Review Minutes from January meeting: There were no changes to the January minutes.

Announcements: Tina Falkner asked collegiate representatives to ask their faculty how attendance is taken on the first day. OTR has been informed that faculty may be passing around the class list as an attendance roster. This is not an appropriate use of the class list. OTR will generate a list of alternative means for gathering this data.

Tina Falkner distributed copies of the 2002-03 and 2003-04 SCEP approved calendars for all campuses. These calendars will be forwarded to the full senate for approval.

Tina Falkner passed around a sign-up sheet for volunteers for the OTR website usability testing on February 8, 2001.

The Academic Profile and Portfolio 3.0 will undergo usability testing in April 2001. More information will be provided at a later date.

Mary Koskan announced that OTR has installed a web camera in the front lobby of 200 Fraser Hall. This camera shows a live picture of the front counter in Fraser Hall.

Mary Koskan announced that the 99PRD brochure is being rewritten and will be available this spring.

Readmit form and process: On behalf of Barb Anderson from Admissions, Vickie Roberts asked if there were any suggestions for the cover letter that accompanies the readmit form. Please forward any suggestions to Vickie Roberts at v-robe1@umn.edu. There is concern that the current letter is too dense and no longer matches the readmit form.

Honors: OTR raised the question of how college honors and departmental honors are posted on the transcript. Currently, the upper left hand corner of the transcript reads: Degree Honors: Summa Cum Laude (or Magna Cum Laude). The next line reads: Degree Honors: with High Distinction. This wording implies there is a gradation in the Latin honors. To remedy this problem OTR suggested removing the "with" in the "with High Distinction." After much discussion, RAC agreed to have OTR remove the "with."

2nd Majors/Minors: Vickie Roberts distributed flow charts to illustrate the process in which a minor or second major is added in the student's home college and a separate flow chart for minors or second majors in different colleges.

2nd Major/minor in home college:

1. Admit decision/student program plan entered into PS
2. Student requests to add minor/2nd major (each college/department has individual forms for declaring minor/2nd major)
3. Adviser approval (if not approved end of process, if approved continue)
4. College adds minor/2nd major in PS (example: adding CLA 2nd major in English select 027600017 from plan table in PS, this will allow student access to courses for that major. NOTE: If plan code 027620217 is selected, IMS will report student is earning two BA degrees which is incorrect)
5. Student completes degree application form and submits to OTR
6. Degree application information is verified by OTR in PS
 - o If not correct, OTR returns form to college to verify information.

College verifies student has program form on file (if no, college notifies student; student completes the program form college updates degree application and returns to OTR for verification and applied row)
 - o If correct, OTR inserts applied row in PS

2nd Major/minor in second college

1. Initial admit decision/student program plan entered into PS
2. Student requests to add minor/2nd major in another college (NOTE: Each college/department has individual forms for declaring minor/2nd major)
3. Adviser/college approval of second college (If not approved, end of process; if approved, continue)
4. 2nd college notifies home college to add plan code to PS (example: adding CLA 2nd major in English select 027600017 from plan table in PS, this will allow student access to courses for that major. Adding a CLA minor to a CSOM students record select 0276MIN17. NOTE: If plan code 027620217 is selected, IMS will report student is earning two BA degrees which is incorrect). RAC stressed that this communication be in writing.
5. Home college updates PS with 2nd major/minor
6. Student completes Degree Application form and submits to OTR
7. Degree application is verified in PS by OTR

- If not correct, OTR returns copy of degree form to home college for verification. Home college notifies student or 2nd college of missing information with a deadline date to respond. If student did declare 2nd major or minor, 2nd college notifies home college to add plan code to PS and home college updates PS with 2nd major code and degree application is returned to OTR for verification and applied row. If student did not declare, then return to steps 2-5
- If correct, OTR inserts applied row.

A flow chart for dual degrees is forthcoming.

If there are questions about this process, please contact Vickie Roberts at v-rob1@umn.edu.

Probation: There was considerable discussion about Probation status and students who transfer within the University. Student's probationary status follows them even if they transfer to a new college. If a student has transferred to another college, their new college issues the probation and contacts the student.

Discontinue update: Discontinue will occur for non-enrollees beginning this August. Letters will go out to students who have not registered for Spring 2001 in mid-February. A list of names of students who will be receiving this letter will be sent to the colleges.

Confer Dates: The Twin Cities campus will offer a May session confer date of June 8, 2001. Degree applications are due March 19, 2001; honors lists are due March 30, 2001; Clearances due from the college July 13, 2001.

Bracketing courses: This item was deferred to the March RAC agenda.

Registration/Orientation: Mary Koskan distributed a memo from Jack Johnson regarding fall term 2001 registration procedures for non-admitted students. The memo read:

The following dates and procedures apply to registration for non-admitted students in fall term 2001 credit classes. These procedures are similar to those followed last fall when registration began for spring term 2001.

1. CCE will continue to ask colleges to reserve some seats in evening classes for non-admitted students.
2. A three-week enrollment rotation (queue) will be available for admitted students only.
3. Open enrollment for both admitted and non-admitted students will begin immediately after the rotation.
4. During the first two weeks of open enrollment, only non-admitted students have access to seats reserved for them. After two weeks, all remaining seats will be open to all registrants on first come, first served basis.

Specifically, these dates will apply to Fall Semester 2001

- **April 12-May 3, 2001**
Enrollment rotation period (queue) for admitted students.
- **May 4-17, 2001**
Open enrollment for all students, but seats reserved for non-admitted students may not be taken by admitted students during this period.
- **May 18, 2001**
Open enrollment continues. All untaken seats become available for all students.
- **September 4, 2001**
Fall Semester classes begin

Mary Koskan distributed the May session, summer session and fall semester registration dates for all campuses. She also distributed the fall 2001 Uniform Cancel/Add requirements, the fall 2001 refund chart, and the tentative fall 2001 orientation schedule. If you are interested in any of this information, please contact Mary Koskan at m-kosk@umn.edu.

PeopleSoft Update:

January Maintenance Release (1/27/01)

22 Student Records related patches

Other fixes

Enrollment request search vies

Roll forward datafix for Class Table

Print zero credit transfer work on the transcript

PeopleSoft Future Implementation Points:

Tentative:

Saturday, February 24th (Primary focus on Financial Aid Reg's II)

Saturday, April 24th

Data Integrity Project

Working on fixing data problems

A list of upcoming fixes to PeopleSoft and DARS was also included. If you would like a copy of this list, please contact Tina Falkner at rovic001@umn.edu.

Student Accounts Receivable (SAR)/Student Financials: There was no update from SAR or Student Financials.

Class lists: Faculty reported some access and save/print problems with the class lists for faculty option in IMS. IMS has rewritten all of the logic behind this report and large classes should now be able to save to Excel and print.

If departments are uncertain as to how to use class lists, contact Amy Winkel from IMS. She can be reached at a-wink@umn.edu or 625-2845.

IMS Update: IMS is currently rewriting the UM Reports “My Page.” Please log onto the IMS website <http://www.umreports.umn.edu> and provide IMS some feedback about the new look.

Procedures/Security Access/Training Update:

1. Update Term Activation following Plan or Sub-Plan changes.
 - Whenever a college office staff makes a change to a student’s plan or sub-plan, the changes are not automatically carried over to Term Activation.
 - Since the enrollment panels use the information in Term Activation, staff must manually update the Term Activation screen to include the new Plan or Sub-Plan information.
 - This is important for both meeting any requisites to enroll in courses and for the proper calculation of fees.
 - It may be necessary for you to update the Term Activation panel with the new Plan or Sub-Plan information for a student.
 - Business analysts in OTR are working with OIT (Office of Information Technology) to create a program that will automatically update Term Activation whenever changes are made in Program/Plan. This requires a significant amount of work but it is high on the priority list.
2. Change in Transcript data

Beginning January 29, 2001, zero credit transfer work will appear on the transcript in summary form, the same way all other transfer coursework now appears on the transcript.

3. OTR contact for questions/problems with IMS reports

Nancy Killian
Office of the Registrar, 150 Williamson
Phone: 612/625-9080
Email: Killi008@umn.edu

4. Key contacts

There will be a key contact meeting in March prior to the regularly schedule RAC meeting. The topic include: What is the role of the Key Contact? How should we set up our User Group?

5. New Study list beginning February 26, 2001

- One of the business analysts is working on a new version of the Study List. The Study List will not longer be a Crystal Report.
- This change is being made in response to comments from Service Center staff (in all locations) regarding a number of problems with the Study List (i.e., slow response, does not print, etc.)
- The new study list will be similar to the PS transcript
- This means Study Lists can no longer be printed on Desk Jet printers; the printer must be connected to the network and configured for PS printing.

If you would like a copy of the training handout or more information on training, please contact Terri Tuzinski at 612/625-3869 or t-tuzi@umn.edu.

Web Update:

Web enhancements scheduled to go-live February 26, 2001

- Re-install code that was pulled in early January. This includes all fixes and enhancements that went live January 2.
- Class Schedule: fix to pull most current effective dated row for instructor preferred name
- Class Schedule: include meeting dates for all courses, not just those that are in the Regular session; particularly important for Summer Session
- Class Schedule: for courses with multiple instructors, fix the link to the instructor's email address (currently clicking on one instructor's name may pull another instructor's email address)
- Course Guide: fix to ensure display of all "other " data for Grading. Example: Spring 2001, HSEM 3010; Grade: 50% written report(s)/paper(s), 50% other. The "other" text (participation and weekly assignments) from PeopleSoft will also be displayed.
- Add a class: fix to error message for when a course grading basis is set up incorrectly. The current "Critical processing error" will be changed to "Invalid grading basis for this class. Please contact Scheduling, Office of Classroom Management at 625-6594".
- Drop a class: add a warning message to advise students to think about Financial Aid, Refunds, Good student discount car insurance, housing*.. before completing the drop.
- Enrollment Summary: remove display of maps for dropped classes
- Personal Information: correct typo in "initiate" in the text of the email message that is sent to staff upon making a change to their personal information

- **Personal Information:** fix to problem where system currently allows entry of a home phone number type without a home address type which results in the PeopleSoft data being out of sync

End of Term Processing: Based on the high number of late grades for fall 200, RAC members agreed to delay the probation list run until after the late grade run.